

Governors State University Service Activities

COMMITTEE WORK and SERVICE ACTIVITIES

UNIVERSITY LEVEL

- Personnel Committee - Board of Trustees (2007-09)
- Illinois Board of Higher Education Advisory Committee Alternate (2005 – 09)
- University Committee on Student Evaluation forms (2006-present)
- GSU Faculty Summer Institute hands-on presenter (2006)
- Board of Governors Portfolio reviewer (2003)
- Online Platform Committee (2003)
- Examination Committee (1999-2001)
- Advisory Committee for the South Metropolitan Regional Training Center for Technology (1999-2001).
- Assisted ITS in developing a valid and reliable reactionnaire for computer lab (2000).
- Training & User Support Subcommittee for Information Technology Policy Council (1999).
- University Budget Committee (1997 to 1999). Co-Chair (1998 - 99).
- Search Committee for ITS Technology Trainer position (1999).
- Coordinated three credit-generating workshops (1998-2001).
- Designed /delivered Professional Enrichment Program workshop for the University community (1998).
- Coordinated projects for the Physical Plant and Center for Addiction Technology, Education Evaluation (1998).
- Coordinated registration process for an Internet Search Engines seminar, which was offered to all University personnel (about 30 attended) (1998).
- ABELINC Instructional Design Review Committee member (1997).
- Co-chaired a multi-media interest group for the GSU faculty (1997).
- Contributor to the MEG and SBL (1997).
- Speaker at Assessment Day (1997).
- Coordinated a New Faculty Survey and Needs Assessment (1997).
- Developed survey to assess the faculty's knowledge, skills and attitudes toward program assessment (1996).

COLLEGE LEVEL

- Coordinator, College of Arts and Sciences Awards Event (2000 and 2001).
- Participated in the Integrative Studies conference held in Portland (October, 2000).
- Director of Marketing and Web Master Coordinator/Integrative Studies (1998-2000).
- Concept Meeting member for U.S. Department of Education grant (1999).
- CAS Awards Night committee member (1999).
- Chair of the Minor Committee for Integrative Studies (1998).
- Coordinated efforts for the CAS faculty and student e-mail handbook (1998).
- Sponsor of the www template syllabus project and usability testing for the college web site (1997).
- Integrative Studies committee member (1997-99).
- Coordinator college-wide e-mail assessment and change management and training proposal (1996-97).

DEPARTMENT LEVEL

- Sequence Coordinator, Human Performance & Training (2006 – present)
- Chair, Human Performance and Training Enrollment Building Committee (2010 – present)
- Coordinator, Human Performance and Training Program Review (2009 – 2010)
- Coordinator, Human Performance and Training Alumni events (1998 to present)
- Web designer and manager for Human Performance and Training (1998-present).
- Secretary and Co-chair of the search committee for Communication Studies Multiple professor positions, i.e., a search to fill four different job openings (2006-08).
- Chaired search committee for Communication Studies professor position (2005-06).
- Developed and carried out strategic marketing plan to raise awareness of the HPT program (2004).
- Worked with search committee chair to develop evaluation instruments used to critique candidates for the 2001 Media Communication Professor search.
- Member of search committee for Media/Journalism Communications Professor (2000).
- Attended Web Site Designer (FrontPage and Photoshop) six week course in order to create an advanced technology course for the HPT program (2000); Flash (2006) Dreamweaver and XHTML coding (2010).
- Director of Marketing for Human Performance and Training (1998-00; 2009 to present). Articles appeared in the Chicago Tribune Education section (11-12- 2000); and free PR in CISPI and CCASTD newsletters. Open house (2011); Business Career fair (10-2011).
- Hired adjuncts to teach miscellaneous courses (2000 to present).
- Developed and coordinated all HPT workshops and class schedules (1998 to present).
- Sponsored students at the Annual Student Research Conference (1998-99).
- Sponsored project to investigate HP&T enrollment and enhancement strategies (1998).
- Created of the Distinguished Scholar program in HP&T (1998 to present).
- Program Assessment Committee Member (1997).

OUTSIDE THE UNIVERSITY

- Teaching with Primary Sources Facilitator for the Library of Congress (2011 – present).
- The Handbook of Technology Management
Manuscript Reviewer for Cost of Capital Chapter (July, 2008).
Manuscript Reviewer for Return on Investment Chapter (February, 2008).
- Society for Technical Communication
Manuscript Reviewer (2007).
- Chicago International Society of Performance Improvement Board Member (2006-08; 1996-2001).
Academic Advisor (2006-08).
Past President (January, 2001 - December, 2001).
President (November, 1999- December, 2000).
(Also filled-in as Program Coordinator March to October, 2000).
President-Elect (1999).
- Aunt Martha's Health Care Network (2006)
Coordinated a needs assessment, ran data, and wrote report that contributed to landing a quarter of a million dollar grant for Aunt Martha to build a school linked health center.
- International Society for Performance Improvement.
Nominated to serve as Director (2005)
Conference Proposal Evaluator for the Instructional Systems Track (2005)
Conference volunteer (1998; 2002; and, 2005)

OUTSIDE THE UNIVERSITY continued

- The Washington Center Advisory Board (2005).
- Coordinated the following events for CISPI:
 - Meeting the consultants panel (October, 2000).
 - Annual Crackerbarrel event (September, 2000).
 - Three workshops offered on the Internet (April, June, & October, 2000).
 - Video conference workshop (May, 2000).
- Represented CISPI at the national conference for ISPI held in Cincinnati (April, 2000).
- Wrote newsletter for the CISPI organization for October, 2000.
- Developed and delivered non-credit workshop for the national chapter of the Society of Insurance Trainers and Educators (1999).
- Developed and delivered non-credit workshop for the regional chapter of the Society of Insurance Trainers and Educators (1998).
- Assisted Tinley Park Police (via Bill Burke) with reliability and validity issues regarding their surveys distributed to public officials (1998).
- Coordinated needs assessment project for the Chicago Housing Authority (1998).
- Coordinated needs assessment project for Harrah's Casino (1998).